

Location for this position:

Johnson Plastics Plus
5409 Hamlet Drive
Findlay, Ohio 45840
www.johnsonplastics.com

Title: Master Data and Operations Specialist

Reports To: Supply Chain Leader

Primary Purpose: Create, monitor and maintain master data elements in support of company needs and business operations. Interfaces as appropriate with IT, Marketing, Supply Chain, Distribution Operations, and Sales to consolidate and organize information required for creation and maintenance of system data.

Expected Attributes of Employees:

- Exhibit a positive attitude
- Show personal drive, ambition, and always maintain integrity
- Demonstrate honesty and trustworthiness
- Set personal and professional goals, while demonstrating high work ethics
- Balance issues emotionally and objectively
- Communicate at the most direct level
- Inspire others
- Empathize with other employee concerns
- Function as a team player
- Passion for continuous improvement in all aspects of the company's performance
- Excellent customer service skills including demonstrated ability to build positive relationships with employees, managers, customers, other organizations and vendors
- High level of problem solving, troubleshooting, and task/project management skills.

Qualifications:

- Bachelor's degree in Business, Finance, IT, Data Analytics, Data Science or related field preferred.
- Broad understanding of information management systems
- Experience or knowledge of SAP system, Salesforce.com, Demand Tools or related master data management systems
- Expert level experience in Excel and Microsoft Suite
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- Passion for customer service, sales and team member development with an ability to energize others.
- Strong interpersonal and communication skills.
- Demonstrated flexibility to adapt to shifting demands and competing priorities.
- Ability to train and coach team members on processes, procedures, compliance and product knowledge.

- Successful experience managing continuous improvement projects using effective management skills with sustainable results
- Previous experience working with ERP systems; projects related to maximizing a system's current capabilities and also working on system enhancements

Primary Duties & Responsibilities:

- Use of system application programs to organize, update, and generate information used in multiple facets of ERP master data.
- Perform ongoing data stewardship, managing data completeness and quality following data standards.
- Identify process gaps and documentation of business policies and procedures to ensure accuracy and completeness of data.
- Manage data quality issues identified via data cleansing process
- Maintain data stewardship documentation according to data governance standards
- Collaborate with internal stakeholders to align on day-to-day data quality tasks
- Must have the ability to analyze data and interpret an action plan.
- Extreme attention to detail is required
- Strength in reviewing data for accuracy
- Prioritizes tasks and communicates roadblocks as applicable
- Skillfully plans, organizes, and monitors performance to meet deadlines and ensure high standards
- Sets ambitious strategic goals and performs actions to meet goals
- Perform all other duties as assigned

Johnson Plastics Plus is the leading supplier/distributor to the engraving and sign-making industry. As part of the Rowmark family of companies, JPP strives to provide world class products and service to our customers every day with eleven distributions points throughout the United States.

Johnson Plastics Plus is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: kwinner@rowmark.com